

August 16, 2021

Our mission: to be the community hub connecting our patrons to the world.

Jordan Bramley Library Board of Trustees

Minutes for the Regular Monthly Meeting

Monday August 16, 2021

Start time: 6:31 p.m.

Attendance: L. Byrnes, T. Sullivan, D. Barber, D. Strauss, S. MacDowell, M. Smart

Absent: L. Johnson

The Pledge of Allegiance was recited

Director's Reports (June, 2021 & July, 2021) and Secretary's Report (July minutes):

Linda reported the foot traffic through the library has been good, but people are not lingering like they used to; most likely due to the ongoing pandemic. She discussed the 11% increase in insurance with our agent trying to negotiate a lower cost. Linda reported the new AC unit is working well! She also received a recovery grant through the CLRC and would like to use the funds to help offset the donations the Friends of the Library usually contribute, but due to COVID have been unable to fundraise for.

Despite outstanding participation in the summer reading program, there were no participants in the MOST event on July 16. Linda was not sure why the lack of attendance for the event. Stew commented the crafts/projects associated with the reading program were outstanding. Linda credited Jonna Weaver and Tim asked if we could offer something similar over extended breaks during the school year.

Darcy asked about the Fall Festival, and Linda stated it is planned to continue with food trucks. The donut booth and chicken BBQ will continue and the book sale tent is a go! The bags have been ordered.

Linda stated she received a check for interest from the MML account (est. \$3,500) and paperwork needs to be completed tonight for the larger sum of money from the account to be processed. Dick stated the received check should be put into the capital fund for our projects.

Dick asked if the school district had formally thanked the library for housing a pre-K classroom last year in the community room. Linda stated she received a thank you letter from the teacher. Dick stated typically a "donation" from the school district would be appropriate for use of the room much like other organizations make a monetary donation when using the room. Darcy stated we did offer the room in good faith. It was decided that the room was used approximately 60-70 times and would be appropriate to send a letter to the superintendent and the school board. Mindy will draft a letter on behalf of the trustees.

A motion was made to accept all reports. Motion: M. Smart

2nd: T. Sullivan

Vote: All Yes

Agenda Item 1: Mask Mandate

Linda stated an executive order was issued for all county buildings to require masks. During a meeting with other librarians and OCPL, it was agreed that other libraries would follow the guidelines. She stated during the summer reading program most children were still wearing masks and especially to keep the unvaccinated younger population safe, she would like to be safer rather than sorry. Dick stated it is not a county executive decision for our library, but the board's decision because the library is a private entity. Dick stated his opinion is to highly recommend wearing a mask, but will propose a motion to mandate masks. Mindy stated the J-E school district put out a statement that all students and staff will be required to wear masks and it is good to show a united front for the community. Stew asked Linda if the library has masks for patrons should they enter unmasked. She stated yes.

A motion was made to follow current OCPL guidelines and require masks for patrons and staff.

Motion: D. Strauss

2nd: S. MacDowell

Vote: D. Strauss, No. S. MacDowell, Yes. M. Smart, Yes. T. Sullivan, Yes. D. Barber, Yes.

Motion carried.

Agenda item 2: Project Improvement Updates

Stew stated there was bad news on the window order. The manufacturer is no longer producing those types of windows. Stew will look at the new alternative our vendor sent to him just prior to this meeting and he will look at other comparable windows with other vendors. Tim spoke with Dave Reilley in regards to the landscaping project and we are waiting on an estimate for tree removal. Tim also spoke on the meeting with the architect and we are waiting on initial plans from her. Stew stated we should wait on the insulation project until we hear back from the architect. More discussion occurred recapping some of the meeting with the architect. Stew also stated if we are considering an expansion, we need to contact our attorney and/or the village planning board to inquire as to whether we would need more parking space. Dick stated the planning board is where we should start. Linda stated we could possibly park patrons by the pole barn if space allowed. Tim stated he agreed to bypass the attorney and sit with the planning board. Dick stated he would send an email to the state or the OCPL to see if someone is able to answer questions re: parking capacity per square foot. Linda stated she could reach out also.

Tim asked if we needed a permit for landscaping. Mindy stated since not an alteration to the physical building, we would not. Linda stated she had concerns for some older patrons with a longer walk to the entrance with the current landscaping plan as drawn to help alleviate the standing water issue. Stew reiterated the sidewalk is dangerous as is, especially with ice in the winter and asked if Dave Reilley could price out fixing the sidewalk verse removing it. Linda suggested the backdoor become handicapped accessible, but that would turn into an entrance

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for all and not feasible. The discussion ended with asking Dave Reilley for his expertise in solving the sidewalk water issue.

Agenda Item 3: Book sorting

Darcy said we made a big dent in our efforts over the last few weeks. Tim spoke to Holly and if the Fall Festival was not a “go”, then we would have a book sale out of the pole barn. Darcy added it might be easier to sort and group books with an additional island built and possibly have perpetual book sales. Discussion continued and to make a last minute check on the books before the festival, we can meet on Thursday August 26th at 6 pm.

Agenda Item 4: Fall Festival Prices and Sign-up Sheet

Linda passed around the sign-up sheet for volunteers to man the book tent during the festival. Linda presented the old prices and the possible new prices. Dick suggested we stay with the old prices. After some discussion, it was decided to stay with the old prices and offer the bag and box sale each day of the festival with that price set at \$7 for either a bag full or a box full due to the volume of books collected over two years.

Agenda Item 5: Back up plan to Fall Festival

After discussion, it was decided if the festival is cancelled due to the pandemic, the library will pursue its own used book sale. Moving of tables was discussed, and Dick stated the 3 man tables are difficult ... 2 to carry and 1 to bury the first 2 ...

Miscellaneous

Linda asked to change the library hours on September 11, 2021 as follows:
M-Th 10am-6pm, F 10am-4pm, Sat 10am-2pm

A motion was made to change the library hours to the above times. Motion: D. Strauss
2nd: S. MacDowell
Vote: All Yes

Tim stated that at the last meeting, Loretta asked to address the term limits. Discussion ensued with what the charter states versus what the by-laws state. Dick will look into changing the charter to reflect the by-laws of 3 year terms for no more than 3 terms. Discussion also took place in terms of recruiting new board members to fill the vacancy.

Around the Table

Stew- The board works well together and amazed at how much actual work gets done!

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Mindy - will email the Mayor to see the status of our Main Street Grant. The little free library is being used at Eno Point and she thanked Linda for her work in promoting it and helping to find book requests for its young readers. Big thank you to the Friends of the Jordan Library for their book donations!

Dick - will contact Andrew Weiztman in regards to a donation for the library

Darcy - her vacation trip was great and just glad to be a part of this group

Linda - back to receiving bulk loans from OCPL which is wonderful. We get bulk loans that stay at the library for a few months and then items are returned. She is also going to contact the Mayor to see about making a one page newsletter that lets patrons know what's going on in Jordan.

A motion was made to adjourn the meeting. Motion: D. Strauss
2nd: S. MacDowell
Vote: All Yes

Meeting adjourned: 8:25pm

Respectfully submitted,

Mindy Smart,
Secretary